

professional  
development  
center



# resources for workforce planning

training courses  
for each stage  
in your workforce  
planning initiative

watch for these courses or call PDC at 444-3985

## Stage 1: Defining the Future.

### Examine and Redefine:

- Vision & Mission
- Goals & Objectives
- Strategic Plan
- Core Competencies

### courses ...

Managing Competencies  
Strategic and Work Planning  
Developing and Managing A Budget  
Full-Cycle HR Management

### courses ...

Competency-Based Interviewing for Hiring  
Competency-Based Performance Management  
Increasing Human Effectiveness  
Creating a Motivating Environment  
Managing Performance

## Stage 2: Analyzing Your Workforce.

### Examine:

- Key Positions & Retention
- Position Competencies
- Career Paths
- Identify Gaps

## Stage 3: Closing the Gap.

### Examine:

- Recruitment strategies
- Training, development, mentoring
- Knowledge transfer
- Restructuring, reorganizing
- Leadership development

### courses ...

Essentials of Management  
Basics of Management  
Principles of Upper Management  
Essentials of Management 2  
Privacy and the Right to Know  
Facilitating Groups  
Problem Solving  
Mentoring  
Supervising Performance Improvement

### courses ...

Managing Performance  
Strategic and Work Planning

## Stage 4: Monitoring, Evaluating, and Revising

- Measure Progress
- Make Adjustments

# competencies

the listed courses address  
these competencies

## **Basics of Management**

Professionalism, Customer orientation, Persuasion, Decision making, Efficiency and focus, Relationship building, Analytical thinking

## **Essentials of Management**

Professionalism, Leadership, Self-knowledge and personal awareness, Organizational understanding, Analytical thinking, Decision making, Persuasion, Efficiency and focus, Relationship building, Creativity and problem solving

## **Essentials of Management 2**

Professionalism, Leadership, Self-knowledge and personal awareness, Organizational understanding, Analytical thinking, Decision making, Persuasion, Efficiency and focus, Relationship building, Creativity and problem solving, Ethics

## **Principles of Upper Management**

Professionalism, Leadership, Self-knowledge and personal awareness, Organizational understanding, Analytical thinking, Decision making, Persuasion, Efficiency and focus, Relationship building, Creativity and problem solving, Ethics, Teamwork

## **Managing Competencies**

Analytical thinking, Organizational understanding, Leadership, Flexibility and adaptability

## **Strategic and Work Planning**

Analytical thinking, Efficiency and focus, Organizational understanding, Creativity and problem solving

## **Developing and Managing A Budget**

Analytical thinking, Efficiency and focus, Decision making

## **Full-Cycle HR Management**

Analytical thinking, Organizational understanding, Flexibility and adaptability, Creativity and problem solving

## **Competency-Based Interviewing for Hiring**

Analytical thinking, Efficiency and focus, Decision making

## **Competency-Based Performance Management**

Decision Making, Persuasion, Relationship building, Analytical thinking

## **Increasing Human Effectiveness**

Self-knowledge and personal awareness, Relationship building, Creativity and problem solving

## **Creating a Motivating Environment**

Relationship building, Flexibility and adaptability, Leadership, Teambuilding

## **Managing Performance**

Organizational understanding, Analytical thinking, Efficiency and focus, Decision making, Persuasion, Relationship building, Flexibility and adaptability

## **Privacy and the Right to Know**

Decision making, Analytical thinking, Commitment to serve the public

## **Facilitating Groups**

Persuasion, Relationship building, Efficiency and focus, Interpersonal understanding, Leadership

## **Problem Solving**

Decision making, Creativity and problem solving, Leadership, Analytical thinking

## **Mentoring: The View from Both Sides**

Leadership, Relationship building, Interpersonal understanding, Flexibility and adaptability

## **Supervising Performance Improvement**

Leadership, Persuasion, Professionalism, Relationship building, Decision making